

HEALTH SERVICES TECHNICIAN

DEFINITION

Under general supervision of the site supervisor and/or the Senior Director of Student Services, assists with a variety of moderately difficult functions in the student health program; performs a variety of clerical and other administrative support duties; serves as a communication link with parents; interprets District Home Hospital policy and regulations; assists school nurse with regular and special education health screenings and tests; and performs other related work as assigned and/or required.

ESSENTIAL DUTIES

- performs a variety of clerical tasks, including typing, data entry, proofreading, filing and recordkeeping; compiles information and prepares reports and summaries
- answers telephone, screens and directs incoming calls; provides information and data to staff, students, parents and the public as requested and in accordance with established policies and procedures
- assists with the coordination and organization of TB testing and immunizations clinic days
- maintains vaccine inventory and coordinates with Health Services Vaccine Coordinator to place vaccine orders when needed
- assists in handling confidential and sensitive health records for students and others; under guidelines set by California law (Health and Safety Code 120440) input vaccine information in the California Immunization Registry (CAIR); process medical release requests for medical charts and/or letters of verification
- assists nurse with vision and hearing assessments; schedules appointments for IEP's as needed throughout the school year; provides interpretative services for parents/guardians with limited English speaking ability
- assists with CPR and First Aid trainings; registers employees for required trainings, accepts payments/issues receipts, setup of equipment for trainings, process and submit course records to the American Red Cross/American Heart Association for Certifications of Completion
- review and process vision referrals for students submitted by School Nurses; account for all necessary documentation needed to determine appropriate financial assistance and verify the students eligibility for a no cost eye exam and/or glasses
- collects data from School Nurses and Health Clerks from various sites to compile monthly statistical reports and/or meet annual State/County reporting deadlines
- assists in organizing and coordinating the Family Life presentations; update and prepare parent letters, student waivers and advisory memorandums to Elementary and Middle School Principals; coordinate a viewing/distribution schedule with Health Clerks and Teacher Resource Center to ensure the necessary materials are available
- coordinates district-wide shoe drive with School Nurses and community organization Shoes That Fit; collects and submits student information to Shoes That Fit headquarters and arranges pick-up/delivery of shoes to be donated to district enrolled students
- performs home visits to ensure appropriate communication; assists parents and students to enhance their success with their Home Hospital Program goals and objectives
- assists with coordinating and monitoring diabetic coverage and first aid follow-ups when necessary
- creates and maintains health binders for student care plans and immunizations, TB skin test results; monthly logs for Health Office visits, Nurse stats and special procedures
- receives money payments occasionally for TB clinics and CPR/First Aid training registration; issues receipts and turns in money for bank deposits
- provides a variety of office administrative support; opens and stamps mail, budget transfers, types purchase and work orders, requisitions, orders office supplies
- processes various requests; Home Hospital, PE Exemption, Transportation, and Use of Facility
- review and process mileage and time cards
- maintains various logs and records of vaccine freezer and refrigerator temperatures
- typeset, create, revise Health Services forms and flyers
- receives, sorts and distributes mail
- performs special projects as assigned

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QUALIFICATIONS

Knowledge of: Modern office procedures, methods and techniques, basic mathematical concepts; routine record storage, retrieval, and management procedures; English usage, punctuation, spelling, grammar; standard policies and procedures pertaining to student health services principles, equipment, supplies and terminology commonly associated with a student health facility.

For bilingual positions: knowledge of written and oral Spanish. Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

Ability to: Perform general clerical work of above average difficulty with speed and accuracy; perform basic mathematical concepts with speed and accuracy; communicate effectively with school staff, parents, and work cooperatively with those contracted during the course of work; evaluate emergency situations and determine an appropriate course of action; patient and receptive attitude toward limited and non-English speaking persons; understand and follow oral and written directions; establish and maintain cooperative working relationships; remain flexible and work in a multitask environment with frequent interruptions and changes in task priorities.

PHYSICAL DEMANDS

The physical demands requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE

Experience: One year of paid experience performing a variety of general office or clerical functions. One year of paid or volunteer experience working in a medical office and/or experience working with school-aged children is preferred.

Education: Verification of a High School diploma, a GED certificate, or a higher degree. Supplemental course work in typing, computer records management, and general office practices is desirable.

Certification Requirement: Verification of a current First Aid and CPR certificate, issued by the American Red Cross/American Heart Association, is required at the time of employment and must be kept current as a condition of employment.

License Requirement: Verification of a valid California Department of Motor Vehicle Operator's license.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.